



Department of Developmental Services
Community State Staff Program

For more information, visit: www.dds.ca.gov/devctrs/dclnitiatives_community.cfm



People's Care
Position #472-084-8230-955

Job Title/ Classification: Administrator/ Unit Supervisor

Work Hours: 0800-1700 (Hours vary according to operational needs)

Time Base: FULL TIME

Days Off: SATURDAY-SUNDAY

Location: Covina CA

Post Date: July 10, 2017

Final Filing UNTIL FILLED

Information Session: Wednesday, September 13, 2017 13:00 to 16:00

Location: Fairview Developmental Center 2501 Harbor Blvd Costa Mesa, CA 92626
Small Classroom

Conference Number: 888-808-6929 Passcode 430579

Position Description: The Unit Supervisor ensures and maintains regulatory compliance as mandated by licensing and Regional Centers. The Unit Supervisor ensures the health, well-being, and safety of the clients; maintains regular communication with conservators and other outside agency representatives; manages staffing and labor hours in order to provide the highest quality care and support to clients; and trains and mentors direct support professional staff.

(For complete duties, please see the duty statement on the following page)

Desirable Qualifications:

- ❖ Able to communicate and collaborate with individuals, families, Regional Center staff and other health care professionals in meeting each consumer's identified needs.
- ❖ Analyze situations accurately and take effective action.

Who May Apply: Any permanent, full time or part time DC/CF employee who has passed their probation period in the classification advertised.

Selection Process: All applications will be screened and only the most qualified may be interviewed.

How to Apply: Place the job title/classification and position number on your State Application (STD. 678) under Examination(s) or job title(s) and mail your application to:

Community State Staff Program
Department of Developmental Services
1600 9th Street (MS-Q)
Sacramento, CA 95814
Attn: Peggie McQuillan, Associate Personnel Analyst

Application postmarked, personally delivered or receiver via interoffice mail after final filing date will not be accepted. Questions regarding your application, contact: (916) 322-7790. Questions regarding the Community State Staff Program Contact: Northern California (916) 654-2420 or Southern California at (714) 957-5593.

"Enriching Services Through State Staff Expertise"

**DEPARTMENT OF DEVELOPMENTAL SERVICES
COMMUNITY STATE STAFF PROGRAM
PEOPLE'S CARE INC.
ADMINISTRATOR/UNIT SUPERVISOR
DUTY STATEMENT**

Classification: UNIT SUPERVISOR

Job Title: ADMINISTRATOR

Work Location: 1412 E. Covina Hills, 2441 Cameron Ave Covina CA

Work Hours: Monday-Friday (Ability to alter work days as needed)
0800-1700 (Ability to alter working hours as needed)

General Statement of Duties: The Administrator will have overall administrative and supervisory responsibility, case management coordination and oversight for the 24/7 operations of up to two community residential homes. Will be responsible for ensuring that any suspicion of or knowledge of suspected abuse is reported in accordance with the law and program policies. Will communicate and carry out People's Care, Inc.'s mission, goals, and objectives and explains staff roles in its implementation. Will direct and supervise staff in providing behavioral, medical/nursing services to ensure implementation of each resident's Individual Program Plan. The Administrator ensures the health, well-being, and safety of the residents; maintains regular communication with conservators and other outside agency representatives; manages staffing and labor hours in order to provide the highest quality care and support to residents and trains and mentors direct support professional staff.

SUPERVISION RECEIVED: Day to day supervision will be provided by People's Care, Inc. Area Manager. Performance appraisals will be completed by People's Care, Inc. Area Manager in conjunction with the Community State Staff Coordinator.

SUPERVISION EXERCISED: Direct supervision of direct support professional staff which includes licensed staff.

PHYSICAL DEMANDS: Possession and maintenance of sufficient strength, agility, and endurance to perform during emergency situations, or during physically, mentally or emotionally stressful situations encountered on the job without endangering his/her own health and well-being or that of fellow employees, residents, or the public and the ability to perform the duties contained in this duty statement. Occasional lifting up to 50lbs pounds, often combined with pushing, pulling, bending, stooping, crouching, balancing, running, squatting, grabbing, carrying, kneeling, twisting and reaching at or above shoulder level. Physical demands includes bending and twisting, frequent traveling, driving, typing, grasping, hearing, talking, feeling and repetitive motions. Includes sitting, standing and walking most of the time, working on irregular surfaces and periodically requires extraordinary physical activity. Will maintain the ability to complete all training as required by applicable regulations. Must have a valid California Driver's License.

TYPICAL WORKING CONDITIONS: Daily on-going interaction with residents with developmental disabilities who may display aggressive and/or self-injurious behaviors. May have potential exposure to communicable diseases, blood borne pathogens, medicinal preparations and other conditions common to a clinical/nursing environment. Participation in meetings and conferences and other conditions common to an office environment; as well as ongoing interaction with the general public.

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	You are a valued member of the People's Care, Inc. team. You are expected to work cooperatively with team members and others to enable People's Care, Inc. to provide the highest level of service possible. Your creativity and productivity is encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.
%	<p style="text-align: center;"><u>ESSENTIAL DUTIES</u></p> <p>Maintain a safe and therapeutic environment that ensures respect, dignity and protects privacy, rights, confidentiality and physical/emotional well-being of all residents. Maintain skills in organization, time management and analytical problem solving. Good written and verbal communication skills, interpersonal, multi-taking, critical thinking and active listening skills. Maintain the ability to lead, teach, coach, coordinate, train and delegate task to team members, fiscal management, ability to work with a diverse population across a variety of settings, ability to work with residents with behaviors, ability to respond effectively, empathically, and supportively to a variety of difficult resident behaviors; ability to lead and develop staff, social perceptiveness, maintain confidentiality, detail oriented, flexibility, adaptability, ability to prioritize, maintain a positive attitude, work ethic, ability to concentrate, and ability to interact effectively with management personnel in order to realize stated company goals and objectives.</p> <p style="text-align: center;">Note: Percentages may vary based on operational needs.</p>
25	<p>Facilitate and monitor compliance with Federal, State, Regional Center and People's Care, Inc. standards of resident treatment and care.</p> <p><i>Typical Expectations:</i></p> <ol style="list-style-type: none"> 1. Oversee daily business operations- client notes documentation , medication audits, personal and incidental funds disbursement and audits, maintenance of client and staff files. 2. Coordinate and participate in monitoring delivery of services, including active treatment, behavior intervention, nursing care, health & safety, individual program implementation, and essential staffing. 3. Coordinate admissions, intake, discharge plans in conjunction with team members. 4. Schedule medical appointments, following up on recommendations by doctor. 5. Assure documentation compliance, including but not limited to Record of Cash Resources, Record of Personal Property, Medication Record, Emergency Contact Information, Unusual Incident/Injury Reports, Physician Reports, medication audits 6. Participate in development and implementation of correction plans as needed. 7. Update and maintain People's Care, Inc. program design and operational manual. 8. Review and assure implementation of Policies and Procedures. 9. Assure that supervisory rounds are made daily. 10. Assure that the home is conducive to residents' acquisition of skills, appropriate behavior, greater independence, and choice. 11. Communicates regularly with the Area Manager, families, conservators, regional centers, and other stakeholders.

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25	<p>Direct all routine treatment activities of assigned staff that provides each resident with individual care during the 24-hour period. <i>Typical Expectations:</i></p> <ol style="list-style-type: none"> 1. Provide leadership and supervision to assure that resident documentation is accurate and completed in a timely manner. 2. Assure that medical, nursing, and pharmaceutical supplies are ordered, appropriately stocked, stored, and organized, and the home is clean and sanitary. 3. Provide leadership and oversight to assure that staff understand and follow nursing/behavior procedures and best practices. 4. Act as first responder in the field to emergencies and report special incidents according to applicable laws and regulations 5. Coordinate and monitor consultative services per each resident's program plan.
20	<p>Direct and supervise assigned staff in providing active treatment services to ensure implementation of Individual Program Plans. <i>Typical Expectations:</i></p> <ol style="list-style-type: none"> 1. Acquire and maintain knowledge of residents' backgrounds, needs, goals, and their individual program plans. 2. Assure that staff on duty know, understand, and can describe residents' Desired Outcomes. 3. Develop plans or systems to minimize risks based on assessed needs (AWOL, assaults, PICA, nutritional, etc.), and monitor for effectiveness. 4. Respond to emergencies that involve use of medical or behavioral intervention techniques. 5. Monitor staff/resident interactions and assure appropriate professional relationships and rapport is maintained. 6. Provide leadership and guidance to assure staff facilitate and encourage residents to exercise their rights and assume related responsibility. 7. Assure resident expenditures are appropriate and in accordance with People's Care, Inc.'s policies. 8. Manage vendor selection and purchasing of equipment, materials and supplies, groceries and fuel.
10	<p>Coordinate and manage the scheduling, orientation, coaching, training, counseling, and performance evaluation of assigned personnel. <i>Typical Expectations:</i></p> <ol style="list-style-type: none"> 1. Maintain appropriate staffing for the facility in accordance with the program design by hiring and training staff, generating schedules to ensure adequate supervision and support of the client, as well as by delegating those duties that will best serve the client and the needs of the home. 2. Ensure that minimum staffing is being met for each 24-hour period. 3. Assure that an adequate number of appropriately qualified staff are scheduled and assigned to meet nursing, behavioral, and other acuity needs. 4. Participate in scheduling/staffing meetings. 5. Coordinate vacation and other staff time off, and assure accurate completion of necessary timekeeping and payroll documentation requirements. 6. Monitor for patterns of staff tardiness or unscheduled absence, and take appropriate

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	<p>action to remediate any issues.</p> <ol style="list-style-type: none"> 7. Orient, guide, and provide training, mentorship, feedback, and performance evaluation for assigned staff; provide statement of discussions. 8. Facilitate team building among and between shifts in the home/s. 9. Conduct time card reviews and any amendments are communicated to Area Manager and or designee. 10. Conduct annual performance evaluations and provide statement of discussions to Area Manager or designee. 11. Coordinate the flow of communication and information to and from each home staff and People's Care, Inc. organization.
10	<p>Participate in staff development training programs and attend training as required.</p> <p><i>Typical Expectations:</i></p> <ol style="list-style-type: none"> 1. Attend trainings as mandated by regional centers, People's Care Inc., trainings and other outside management trainings. 2. Coordinate orientation of relief staff and new staff; coordinate ongoing training for all assigned staff. 3. Assure staff have skills to respond appropriately to emergencies that involve the use of medical/behavioral intervention techniques. 4. Assure staff is knowledgeable and competent to carry out People's Care, Inc. design programs. 5. Assure all assigned staff meet mandatory training requirements and act as a role model by staying current with training and maintaining competency skills.
10	<p>Communicate and collaborate with staff to carry out People's Care, Inc.'s mission, goals, and objectives.</p> <p><i>Typical Expectations:</i></p> <ol style="list-style-type: none"> 1. Work as a team member with other Home Administrators to assure inter- and intra-program communication. 2. Work with a multi-disciplinary team (conservators, families, service coordinators, regional center, developmental centers and community-based consultants) to facilitate residents' goals and provide optimal services and supports to each resident. 3. Attend and participate in home meetings, IPP meetings, admission/discharge meetings, and management meetings. 4. Model and promote teamwork and professionalism. 5. Prepare and submit budget requests as needed. 6. Conduct physical plant inspections and personal/incidental funds disbursement and audits forwarding findings to Area Manager. 7. Work extended hours and/or varying shifts, as needed, including making rounds.
	MARGINAL DUITES (None)

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SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.		
People's Care, Inc. Supervisor's Name (Print)	People's Care, Inc. Supervisor's Signature	Date
Community State Staff Coordinator's Name (Print)	Community State Staff Coordinator's Signature	Date

EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.		
The statements contained in this duty statement reflect general details as necessary to describe the principle functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods to balance the workload.		
Employee's Name (Print)	Employee Signature	Date